



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER:	NJDOT RESEARCH PROJECT MANAGER: Nicholas Vitillo		
TASK ORDER NUMBER/Study Number:	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Study Start Date:	01/01/2003	Period Covered: 3rd Quarter 2003	
Study End Date:	12/31/2003		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	1.88		97.63	1.84
2. Publish Monthly Newsletter	10.30		96.00	9.88
3. Distribute Technology Transfer Materials	15.45		75.87	11.73
4. Provide Technical Assistance	34.25		66.11	22.64
5. Provide Training	33.31		67.20	22.38
6. Evaluate Effectiveness of Program	4.81		100	4.81
Final Report				
TOTAL				73.88

1. Progress this quarter by task:

A. Compile and Maintain Mail List

The mail list has been updated to include approximately 8,000 contacts in municipal, county, state and federal government, as well as other transportation entities. The email distribution list was changed from an Outlook based email system to an online server system, which is much more efficient. The server system has made it possible to log and remove all faulty addresses from the distribution list.

B. Publish Monthly Newsletter

Three newsletters were published this quarter. Newsletter distribution occurred via email. The newsletter is available in three forms: within the email, attached to the email in PDF format, and posted online at the LTAP web page. All subsequent issues are archived under the "Library" section of the LTAP the web page.



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Volume 5, Number 7 was published in July 2003. This issue featured the Dennis R. Sullivan Scholarship, an article about the Bayshore Recycling-Rutgers University Research Partnership, and updated events and course offerings. The monthly “Free for the Asking” offering was “*Regional Traffic Incident Management Programs Implementation Guide*” published by the United States Department of Transportation and the Federal Highway Administration.

Volume 5, Number 8 was published in August 2003. The eighth newsletter of this year included an article on the nationwide impaired driver crackdown, US Department of Homeland Security, the NJ Chapter APWA video contest, and a new FHWA Resource Center. Also, events and course schedules, as well as a “Free for the Asking” offering were included.

Volume 5, Number 9, was published in September 2003. This issue featured information on the Public Works Academy for the Fall of 2003, the FHWA 8th Annual Winter Symposium and Equipment Exhibition, a Call for Papers, and a *Free for the Asking* offering entitled “*Work Zone Safety for Roadway Operations*”. In addition, an updated training calendar was included.

C. Distribute Technology Transfer Materials

Technology transfer materials were distributed during training seminars, workshops, and free for the asking requests. Course materials, work zone safety pocket guides, technical publications, and reference materials from the lending library were made available. 3,500 individuals received each issue of the newsletter. In addition, 372 technical publications and manuals were distributed this quarter. Aside from training materials, these included pavement markings identification guides, work zone safety interactive CD-ROMS, and technical reports.

D. Provide Technical Assistance

There were 478 instances of technical assistance provided by LTAP staff. Requests were made via telephone, mail, e-mail, and fax.

E. Provide Training

Training was provided to 116 individuals via 9 programs during the July- September quarter. Program areas were composed of Public Works Academy, Road Scholar I, Road Scholar II, and Traffic Control Coordinator.

F. Evaluate Effectiveness of Program

Program effectiveness was measured by course evaluations for each course and each instructor. Participants rated the over all quality of courses, instructors, and course content at or above their expectations. The quarterly meeting (August 2003) of the Local Technical Assistance Program Advisory Committee also served as an analysis of program activities.



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2. Proposed activities for next quarter by task

A. Compile and Maintain Mail List

Contact information will continue to be added to, and revised, on a continual basis.

B. Publish Monthly Newsletter

Newsletters will be published monthly. The newsletter will be continually offered online in both html and PDF formats, and in a simple email format.

C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, conferences and trade shows. The “Free for the Asking” component of the newsletter will continue to offer select technical publications free of charge. The lending library is always available.

D. Provide Technical Assistance

Technical assistance will be provided for any inquiries made via telephone, fax, or e-mail to the LTAP staff.

E. Provide Training

Training programs for the next quarter will be provided for the Public Works Road Scholar I and Public Works Road Scholar II Programs, the Public Works Academy, the 3rd Annual Local Technical Assistance Program Research Showcase and a 3-Day Public Works: Preparing for and Responding to Terrorism/Weapons of Mass Destruction Seminar is scheduled for October.

F. Evaluate Effectiveness of Program

Course evaluations will be completed at each training program for each instructor. Follow-up course surveys for participants are under development. The quarterly meeting of the Advisory Committee will also reflect evaluation of program activities.



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3. List of deliverables provided in this quarter by task:

(product date)

Newsletter:

Volume 5, Number 7
Volume 5, Number 8
Volume 5, Number 9

July 2003
August 2003
September 2003

Training Programs:

Traffic Control Coordinator Program
Train the Trainer, Public Works Academy
Functions of Public Works, Public Works Academy
Excavation and Trenching Safety, Road Scholar I
Confined Space and Excavation Rescue, Road Scholar I
Worker Safety, Public Works Academy
Shared Services and Privatization, Road Scholar II
Managing Public Equipment, Road Scholar II
Basic Equipment Safety, Public Works Academy

July 8-11, 2003
July 16, 2003
September 16, 2003
September 17, 2003
September 17, 2003
September 23, 2003
September 24, 2003
September 24, 2003
September 30, 2003

4. Progress on Implementation and Training Activities

N.A.

5. Problems/Proposed Solutions

N.A.

6. Budget Summary*

Total Project Budget(# of years)	\$275,000
Total Project Expenditure to date	\$201,789
% of Total Project Budget Expended	73%
Task Order Number/Study Number:	
Current Task Order Budget (# of years)	\$275,000
Actual Expenditure to date against current task order	\$201,789
% of current task order budget expended	73%

* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project.